Course Syllabus

Code - Course Title	**BYA205U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	LECTURER TAHİR ŞAHİN

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Recommended Resources	Textbook, interactive e-book, e-course materials
Work Placement	There is no internship or practice for this course.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Secretarial and Executive Assistantship	
Week - 2		Personal and Professional Characteristics of a Successful Secretary	
Week - 3		Personal and Professional Characteristics of a Successful Secretary	
Week - 4		Duties and Responsibilities of Executive Assistants	
Week - 5		Duties and Responsibilities of Executive Assistants	
Week - 6		Yönetici İle Ortak Çalışma, Takım Çalışması	
Week - 7		Midterm	
Week - 8		Effective Communication on the Phone	
Week - 9		Personal Image Management, Success Factors in Clothing	
Week - 10		Personal Image Management, Success Factors in Clothing	
Week - 11		Professionalism and Ethics	
Week - 12		Professionalism and Ethics	
Week - 13		Business Life and Personal Development Strategies	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Will be able to define the concepts of secretarial and administrative assistantship.
2	Will be able to explain the personal and professional characteristics that a successful secretary should have.
3	Will be able to create joint teamwork with his manager and colleagues.
4	Will be able to explain the place and importance of the telephone in office communication and use the telephone more effectively.
5	Will be able to explain the relationship between professionalism and ethics.
6	Will be able to list the components of an effective image.
7	Will be able to explain the importance of personal development and self-knowledge.
8	Will be able to list the duties and responsibilities of an executive assistant.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	70
	Sum (%)	**100**